

# University Housing Policies: Residence Halls

Upon entering college, you will most likely be granted more freedom than ever before. Illinois State University is committed to sharing knowledge, searching for truth, and developing you as one of its students, so society will prosper as a result of your contribution. So you may fulfill these aspirations, you have been granted the freedoms of inquiry, expression, association, participation in government, and your right to a fair process to address your issues.

However, these are not the only rights and freedoms granted to you as an Illinois State University student - there are more. To make the most of your college and campus living experience, take the time to seek out and understand these freedoms, and always remember - with freedom comes responsibility.

ISU has a number of policies regarding different areas of resident life. The two main categories are **Housing Behavior** and **Safety**.

# Table of Contents

<u>Housing Behavior Policies</u>	4
<u>Alcohol Policy</u>	4
<u>Bottle and Can Policy</u>	4
<u>Decorations in Public Areas</u>	5
<u>Energy Conservation Policy</u>	5
<u>Electrical Appliances</u>	5
<u>Elevators</u>	6
<u>Finals Week Quiet Hours</u>	6
<u>Furnishings in Student Rooms</u>	7
<u>Furniture</u>	7
<u>Decorations</u>	7
<u>Noise Policy</u>	7
<u>Musical Instruments</u>	8
<u>Sound Amplification</u>	8
<u>Noxious Odor Policy</u>	8
<u>Pets</u>	9
<u>Posting Policy</u>	9
<u>Guidelines</u>	9
<u>Posters and Fliers</u>	9
<u>Mailbox Stuffers</u>	10
<u>Additional Information</u>	11
<u>Room Change</u>	10
<u>Room Keys</u>	11
<u>Residence Hall Room Doors</u>	11
<u>Sports in the Halls</u>	12

<a href="#"><u>Privately Owned Refrigerators</u></a>	12
<a href="#"><u>Mail Services</u></a>	12
<a href="#"><u>Maintenance Requests</u></a>	13
<a href="#"><u>Sprinkler Systems</u></a>	13
<a href="#"><u>Telephone Equipment</u></a>	13
<a href="#"><u>Trash Chutes</u></a>	13
<a href="#"><u>University Smoking Policy</u></a>	13
<b><a href="#"><u>Safety</u></a></b>	15
<a href="#"><u>Arson and Aggravated Arson</u></a>	15
<a href="#"><u>Bomb Threat</u></a>	15
<a href="#"><u>Emergency Equipment</u></a>	16
<a href="#"><u>Escort and Visitation</u></a>	16
<a href="#"><u>Fire Alarms</u></a>	16
<a href="#"><u>Fire Procedures</u></a>	17
<a href="#"><u>Fireworks</u></a>	17
<a href="#"><u>Illness and Injury</u></a>	18
<a href="#"><u>Tornado Procedure</u></a>	18
<a href="#"><u>Harassment Policy</u></a>	19
<a href="#"><u>Harassment can be</u></a>	19
<a href="#"><u>Telephone Harassment</u></a>	20
<a href="#"><u>Reporting of Harassment</u></a>	20
<a href="#"><u>Consequences</u></a>	20
<a href="#"><u>Sexual Assault Policy</u></a>	20
<a href="#"><u>Additional Information</u></a>	20
<a href="#"><u>Limited Access Policy</u></a>	21

<a href="#"><u>Keys and Identification</u></a>	21
<a href="#"><u>Guest Registration</u></a>	21
<a href="#"><u>Acceptable Forms of Identification</u></a>	21
<a href="#"><u>Responsibility for Guest Behavior</u></a>	22
<a href="#"><u>Host Must Escort Guests at all Times</u></a>	22
<a href="#"><u>Sign-Out Procedure</u></a>	22
<a href="#"><u>Room Inspection, Entry and Search</u></a>	23
<a href="#"><u>Room Occupancy Limits</u></a>	23
<a href="#"><u>Residence Hall Room Capacity</u></a>	23
<a href="#"><u>Floor Lounge Capacity</u></a>	24
<a href="#"><u>Room Window Policy</u></a>	24
<a href="#"><u>Weapons Policy</u></a>	25

# Housing Behavior Policies

At no time should your behavior and conduct impair or prevent the University or University Housing Services from accomplishing or making progress toward their established educational goals.

Any violation of university regulations or residence hall policies and procedures may result in a referral to the Student Conduct and Conflict Resolution office.

Please be advised that failure by a resident to remove himself or herself from a situation where a violation is occurring may be interpreted by Student Conduct and Conflict Resolution (Dean of Students' Office) and Residence Hall staff as a consent to the violation and therefore residents should expect to be held responsible to some degree.

Residents are responsible for all information published by University Housing Services and University publications.

## Alcohol Policy

The possession or consumption of alcohol (regardless of age) is not allowed in the residence halls.

[Contact a residence hall staff member](#) for further information or clarification.

## Bottle and Can Policy

Cans and/or bottles MAY NOT BE STORED, COLLECTED OR USED AS DECORATIONS IN A RESIDENT'S ROOM. An exception to this policy is the possession of a maximum of one 8-pack returnable/recyclable carton. In such a situation, the following procedure will be utilized. Once a deposit bottle is emptied, the resident should be instructed to rinse the residue from the bottle and place it back in the carton. Students will be encouraged to empty remaining bottles as quickly as possible and remove the carton within 24 hours after the emptying of the last deposit bottle. Students violating this policy may be fined \$15 by University Housing Services for the first violation and \$25 for any violation thereafter. In a large group living environment such as a residence hall, pest control can become a concern. Roaches, in particular, are prolific breeders and if not kept in check, their numbers can increase very quickly. The key to controlling roaches and other pests is to eliminate possible breeding areas. Bottles and cans provide excellent breeding ground for such pests once the manufacturer's seal has been broken. University Housing Services and the Association of Residence Halls share a strong commitment to dealing with this issue and have developed the bottle and can collection policy in response to student concerns.

## Decorations in Public Areas

Any and all decorations used in public areas must be made of fire-resistant materials. No public area decoration may hinder the use of, or restrict access to, hallways, doorways, stairs, corridors, or fire related equipment. Do not attach anything to or tamper with light fixtures or exit signs. [holiday trees must be ARTIFICIAL to be approved for residence hall use. The use of electric decorative holiday lights is restricted to "miniature lights" that are either "U.L." ([Underwriter's Laboratory](#)) or "F.M." ([Factory Mutual](#)) approved. Decorations violating this policy may be removed by residence hall staff. Contact a residence hall staff person for clarification.

## Energy Conservation Policy

In an effort to conserve energy to enhance control of room and board rates, residents are restricted to a reasonable consumption of electrical mechanisms used in the residence halls.

### Electrical Appliances

As a result of the increased use of cooking and heat producing appliances in the residence hall rooms and the resulting life safety and energy concerns, the University prohibits possession and/or usage of ALL ELECTRICAL APPLIANCES with the exception of the following items, only:

- hair apparatus, mirrors, shavers, iron\*
- refrigerators may be no larger than 4.3 cubic feet, no taller than 36 inches in height and 1.5 running amps

\*Irons can only be utilized in a floor/suite utility room or other designated area on your floor/suite. Iron usage is prohibited in student rooms.

The "electrical appliance" policy also prohibits ALL energy-consuming lighted wall or window signs, ALL electrically-powered tools, and all halogen and multi-colored floor lamps. Items of questionable wattage should be addressed with the Residence Hall Coordinator; power strips are permissible as long as they have a built-in circuit breaker. Extension cords and power strips may not be "daisy chained" (two or more connected cords/strips). Students violating this policy will be fined \$50 for the first violation and \$100 for any violation thereafter. A microwave oven is provided on each of the student living floors and every two suites in Watterson. These microwaves will be available to students 24 hours a day.

Room and board rates are significantly affected by increasing utility costs. Conservation of energy and fossil fuels is everyone's concern. Be conscious of energy consumption by turning off lights and electrical appliances when not in use. These actions contribute significantly towards keeping utility costs and your room and board rates minimal.

At any given time, University Housing Services staff may determine that other items are in direct conflict with this policy and reserves the right to remove such items to prevent their use.

## Elevators

There are elevators for student use in all residence halls. When elevator cars are damaged or vandalized, all residents of the building are inconvenienced. Elevator repairs are expensive. If an elevator is intentionally damaged and the hall staff cannot identify the responsible person(s), the repair costs are equally divided and billed to all residents of the building through proration.

University Housing Services is committed to preventing disruptive behavior such as this. The staff will work to identify any person(s) responsible for such a disruption should it occur. All students with information that can assist in this endeavor are encouraged to contact a residence hall staff member or the [ISU Police Department](#). If and when necessary, a reward may be offered to the person(s) with information that leads to the arrest and conviction of the responsible person. Information about a reward being offered will be posted in the residence halls.

Note: Staff members are not eligible to receive rewards as it is the responsibility of all staff members to report information about incidents.

Some elevators are equipped with timing devices that keep the doors open for a short period of time. This helps to maximize elevator use. Never attempt to manually close or open elevator doors. This is dangerous and can cause serious damage to equipment.

If a person becomes stuck in an elevator, s/he should repeatedly sound the alarm, call out for assistance, and wait for service personnel to arrive. The elevator emergency equipment is to be used "for emergencies only." Individuals who abuse such emergency equipment or who damage other elevator equipment will be billed for repair costs and may have criminal charges filed against them.

## Finals Week Quiet Hours

Residents are permitted to remain in their residence hall after completing final examinations until the official closing date and time, providing they maintain behavior appropriate for finals week and consistent with residence hall and University regulations. Extended QUIET HOURS (20-24 hours per day) go into effect during this week. Daily courtesy hours (0-4 hours per day) for this week will be established by each hall or area government prior to the beginning of finals week.

Residents who violate quiet hours or other university residence hall policies during this week may be required to move to another location wherever space is available. Residents committing serious or repeated violations may be required to vacate any and all university housing as soon as possible and/or no later than the end of the working day or equivalent. These actions may be taken administratively at the recommendation of the residence hall staff with the approval of the Associate Director of University Housing Services. Such action may be taken regardless of whether or not the individual has completed final examinations.

## Furnishings in Student Rooms

### Furniture

Residence hall rooms are equipped with beds that can be lofted. No other type of loft will be permitted. The use of cinder blocks is also prohibited. No items of furniture may be disassembled, removed from a resident's room, or placed on top of other furnishings at any time. Residents may not stack shelves, crates, or equipment on top of air convectors or in front of room windows. Residents may not remove University furniture from lounge areas for any use. Please note that lounge furniture may not be moved from lounge to lounge.

### Decorations

Residents may not add attachments of any type to a residence hall light fixture, including paint, tissue paper, crepe paper, tinfoil or any other material. NO materials, whether flammable or non-flammable, may be suspended from, attached to, or draped beneath the ceiling or sprinklers-fire suppression system. Any materials such as tinfoil, paper, cloth, paperboard, plastic, etc. used to cover the walls in student rooms must not exceed 20 percent of the aggregate wall area to which they are applied. Decorations with open flames (whether lit or unlit) such as candles, wick lamps, incense, etc. are prohibited in student rooms. Residents may not add any permanent fixtures, constructions or wallpaper to their rooms. This includes the use of borders and contact paper. The use of these cause damage to painted walls and will require repainting at the resident's expense. Only University window treatments may be used in students' rooms.

### Noise Policy

Sound carries easily through residence hall rooms. Voices, stereos, televisions and bouncing balls in your room can often be heard in other rooms on your floor and the floors above and below you. Remember that while you have a right to listen to music of your choice, other residents have a right to sleep, study or listen to their choice of music without disturbance. University Housing Services is committed to creating and maintaining an environment within the residence halls which allows for a reasonable degree of order and a maximum degree of personal freedom and privacy. You may be asked at times by other residents or staff to compromise by adjusting the sound/noise level in your room to reduce the disturbance to others around you. Please be considerate and flexible. Some helpful hints to avoid problems with room noise are:

1. QUIET HOURS are agreed upon times when noise is kept to a bare minimum to facilitate study and/or sleep. COURTESY HOURS are in effect at all other times. During courtesy hours noise is to be kept at a level that does not disturb others. The minimum standard Quiet Hours are set as follows: Sunday through Thursday, 11 p.m. to 7 a.m.; Friday and Saturday 12 a.m. to 7 a.m. However, each floor community can choose to increase (never decrease) their number of Quiet Hours based on the habits and preferences of its residents. Check with your Resident Assistant to find out what the standards are for your floor/suite.
2. Get to know the people who live around you. Decide what types/volume of sound can be disturbing and at what point sound becomes noise. You may want to check sound levels



on your stereo and TV with your neighbors and mark acceptable volume levels. Use headphones whenever possible.

3. Residents of a floor/suite community should work out acceptable ways of letting each other know when sound is disturbing. Pounding on walls is not always effective. While hall staff have the responsibility of ensuring that residents abide by the noise policy, residents are also responsible for confronting noise problems. Such an approach enables individuals to better understand how their actions and behaviors directly impact others.
4. Remember that even loud voices and laughing can be disturbing to those around you.
5. Communication is the key. If you have a problem with the noise level of neighbors, talk to them and work it out. Your Resident Assistant can help serve as a mediator to work out a compromise. During quiet hours (on quiet lifestyle & non-quiet lifestyle floors), any prolonged (30 seconds or more) and/or blatant (sound that enters another student's room) noise during the set quiet hours is in violation of the guidelines for that floor. More specific information concerning [Quiet Lifestyle](#) floors can be found in the [Themed Learning Community](#) section of this handbook. Contact your Resident Assistant or other staff persons for any necessary clarification.

## **Musical Instruments**

Use of amplified musical instruments is permitted between the hours of 10 a.m. and 7 p.m., seven days a week. Amplified music includes utilizing internal speakers (i.e., electronic keyboards) and those which use external speakers (i.e., electric guitars). Musical instruments may be a source of disturbance, and you may be asked to seek alternate practice areas should the disturbance affect the community. This request is considered a courtesy to other residents as stated under the [Noise Policy](#).

## **Sound Amplification**

The University policy concerning the use of sound amplification equipment states, in part, that "individuals utilizing equipment for amplification should recognize the impact of the sound on those for whom the amplified material is not intended. After 7 p.m. individuals should use designated practice spaces and/or sound modules provided in each residential area."

Applying this consideration to the residence halls means that while residents may use musical instruments in their rooms during designated hours, any amplification that is loud enough to be heard by individuals in other buildings infringes on the rights or residents of these buildings, the local community, classroom and office users, and others in the immediate vicinity.

## **Noxious Odor Policy**

A noxious odor is ANY aroma of such intensity that it becomes apparent to others. Any odor can become noxious or offensive when it is too strong. Some examples are cigarette, cigar or pipe smoke; incense; perfume; air freshening spray; or large amounts of dirty laundry. Furthermore, because incense is a source of noxious odor and is also a fire hazard, it is prohibited in student rooms. When a noxious odor can be localized to a particular room, the resident(s) and/or guests of that room may be in violation of residence hall policy.

## Pets

Residents may keep fish in their rooms provided these fish are kept in a good living environment. Tank size is limited to a maximum of 10 gallons. No other pets of any kind are allowed in residence hall rooms at any time.

## Posting Policy

Approximately 6,000 students live in ISU residence halls, with over half being freshmen and almost 90% being under 21 years of age. The residence halls are home to these students for at least nine months out of the year and, as such, University Housing Services attempts to provide a “home-like” atmosphere.

Posters, fliers, and mailbox stuffers provide a means of communicating activities and events to residence hall students. However, posters, fliers, and mailbox stuffers can be compared to “junk mail” in that the information/advertisement is not requested nor do [some] residents wish to receive it. The abundance of posters and fliers to which residents are exposed may dilute their effectiveness and, therefore, should be considered thoughtfully.

There is a cost to University Housing Services and, therefore residents, for the process of approving posters, fliers, and mailbox stuffers; for hanging posters and fliers, and stuffing mailboxes; for cleaning up posters, fliers and stuffers that end up on the floor of the residence hall; and for recycling posters, fliers, and mailbox stuffers. At present, there is no chargeback to student organizations or departments for whom University Housing Services provides the above services.

Residence hall operations are funded by income from residence hall students’ room payments, which helps pay for staffing, cleaning, recycling, and a variety of programs and services. University Housing Services and the residence halls do not receive income from fees or any other General Revenue source.

## Guidelines

### *Posters and fliers:*

UHS allows registered student organizations and University departments to post fliers and posters in designated public areas with the following stipulations:

1. The item being posted relates to events, announcements, services, or activities sponsored and sanctioned by Illinois State University or one of its departments or registered student organizations.
2. The poster/flier does not contain references to alcohol, tobacco, or illicit drugs, or to any event, activity, program, or sponsor whose purpose or activity is the sale, use, or promotion of alcohol, tobacco or other drugs.
3. The poster/flier does not contain profanity.

4. The poster/flier is printed on recycled paper and contains the recycling logo along with the statement “Printed on recycled paper.”
5. The poster/flier contains the following statement: “If you need a special accommodation to fully participate in this program/event, please contact (name and host department) at (phone number/voice). Please allow sufficient time to arrange the accommodation.”
6. The poster/flier does not exceed 400 square inches.
7. The poster/flier is approved by an authorized UHS staff person prior to posting.
8. Items will be posted for one (1) week.
9. UHS is not responsible for items that get torn down or removed prematurely.

### *Mailbox stuffers:*

UHS will stuff items in residence hall students’ mailboxes that relate to an event or activity sponsored and sanctioned by Illinois State University or one of its departments or registered student organizations with the following stipulations:

1. The stuffer does not contain references to alcohol, tobacco, or other drugs, or to any event, activity, program, or sponsor whose purpose or activity is the sale or use of alcohol, tobacco or other drugs.
2. The stuffer does not contain references to privately-owned entities competing for student housing (off-campus houses and apartments).
3. The stuffer is printed on recycled paper and contains the recycling logo along with the statement “Printed on recycled paper.”
4. The stuffer does not contain profanity.
5. The stuffer contains the following statement: “If you need a special accommodation to fully participate in this program/event, please contact (name and host department) at (phone number/voice). Please allow sufficient time to arrange the accommodation”
6. The stuffer is approved by an authorized UHS staff member prior to distribution.

### *Additional information*

- Posters and fliers may only be placed on designated bulletin boards.
- Posters and fliers may not be hung on the exterior of buildings, or on interior walls or windows.
- UHS has priority for promoting and communicating its own programs, activities, services, etc. and, if necessary, may restrict the placement of posters and fliers due to space considerations.
- Allow adequate time for a poster/flier to be approved and posted, and for a stuffer to be approved and distributed to residents’ mailboxes.

## **Room Change**

Room changes cannot be made until after the tenth day of classes each semester. You may request a room change through your Residence Hall Coordinator. These requests may not be approved until you have demonstrated a serious attempt to adjust to your room situation. The [Roommate Bill of Rights \(pdf\)](#) is used to ensure that residents have been making efforts to work

through their disagreements. When requesting a room change, it is your responsibility to provide your Residence Hall Coordinator with the hall name and room number to which you desire to move. Should all residence hall spaces be filled, only one-for-one room switches can be approved. Residents are responsible for officially checking out of their rooms when completing an approved room change. See your hall staff for further information. **ROOM CHANGES NOT APPROVED BY THE RESIDENCE HALL COORDINATOR ARE IN DIRECT VIOLATION OF RESIDENCE HALL POLICY.**

## **Room Keys**

You are issued a room key (Watterson residents and other residents living in suites are issued two keys, a room key and a suite door key) when you officially check into your residence hall. This key remains the property of the University and is loaned or licensed to you only so long as you are the rightful occupant of the residence hall room to which this key provides access. Students may not give or loan the key to a guest or other residents nor should a resident be in possession of any residence hall key not specifically granted as authorized use by hall staff. You may only deliver, surrender or relinquish this key to a residence hall staff member. You may not duplicate or modify your room key. You must return your room key to a residence hall staff member when you check out of your room. If your key is locked in your room, the reception desk can provide you with another key to your room for a limited length of time. If this key, along with your room key, is not returned within the specified period of time, you will be charged for a core change. If you lose your room key, you will be charged for its replacement.

Should you misplace your room key, please contact the front desk of your residence hall to request a core change. You will be issued a tag key to be used until the core change is completed. The charge for this will be your responsibility. The tag key can be kept for a limited amount of time as noted on the Statement of Understanding that you will sign when you check out the key. If you locate your key during the time that you have the tag key checked out, please bring both keys to the front desk prior to the conclusion of the specified time to avoid a core change and the resulting charges.

## **Residence Hall Room Doors**

Due to fire safety considerations and the significant amount of damage done to residence hall room doors, postings on the inside of residence hall room doors are limited to signs, posters, etc., which cover **NO MORE THAN 20 PERCENT OF THE DOOR.**

Additionally, residents may not post, hang, or otherwise attach any material to the outside of their room door. Residents seeking temporary exemptions to this policy (birthday, anniversary, special occasion, etc.) may request temporary exemption from their Residence Hall Coordinator stating the reason for the request and the duration of time for which the exemption is sought.

## Sports in the Halls

Residents may not engage in any sports or sports related activities within residence hall rooms, lounges, hallways, stairwells or other public areas. Playing sports, including (but not limited to) Frisbee and rollerblading, in a confined area such as a hallway can lead to student injury and/or damage to private or University property. The University provides students with many approved facilities for sports and recreation.

## Privately Owned Refrigerators

Residents may operate privately owned refrigerators in their rooms provided those refrigerators meet the guidelines of University Housing Services and the Office of Environmental Health and Safety. Those guidelines state that such refrigerators may be no larger than 4 cubic feet, no taller than 36 inches, and 1.5 running amps and must be plugged directly into an electrical outlet in the room without the use of electrical extension cords.

## Mail Services

Campus Mail is correspondence that originates and has a destination on the Illinois State University Campus. Its purpose must be University business, not personal in nature (cash, greeting cards or chain letters are ILLEGAL USE OF CAMPUS MAIL).

All students must complete a change of address card upon checking out of the halls. Your mail will be forwarded to your new location by the Residence Hall Staff as allowed by postal regulations.

Campus Mail Service will not be responsible for any damage, loss, or delay regarding U.S. mail en route to or from the University and its addressee. DO NOT SEND CASH through the mail.

Any problems experienced with mail delivery should be reported to the [Assistant Residence Hall Coordinator](#) in your area immediately. Mechanical problems with mailboxes should be reported to your hall desk. You can fill out a [work order](#) to have your mailbox fixed.

- DO NOT leave room keys in mailboxes.
- Once mail is placed in a student's mailbox, it can only be removed by the addressee. Residence Hall Staff can only remove mail from a mailbox for forwarding purposes when the addressee has moved.
- Please do not inquire at the desk during the day as to when mail will be ready. These inquiries slow down the process of getting your mail ready for you. Many halls have signs that indicate when mail is in. Residents may not apply stickers or decorations to mailboxes.

Incoming U.S. mail to students in the residence halls is delivered directly to the front desks by the U.S. Post Office daily Monday through Saturday, except designated postal holidays. All mail should be addressed to you as shown on in the move-in newsletter. Please give this information

to those who may write you. Your mailing address must include the room number. Do not include Illinois State University in your address.

\*Note: Watterson has ten separate house names: Jefferson, Smith, Monroe, Randolph, Adams, Pickering, Clay, Marshall, Van Buren, and Madison. The house name is an important part of your address and must be included on all correspondence.

## **Maintenance Requests**

Fill out an online work order request.

## **Sprinkler Systems**

Every student room will be equipped with a fire sprinkler. These sprinklers are designed and installed to cover specific areas, so that all spaces are ultimately covered. Therefore, in order to ensure the safety of all individuals residing, visiting or working in the residence halls, the following are prohibited:

- Obstructing sprinklers in any way or direction
- Hanging any objects from sprinkler heads or tampering with sprinkler heads

Any damage to the sprinkler heads or water damage which is the result of a resident and/or their guest(s) engaging in the above behaviors, whether deliberate or accidental, may be subject to disciplinary action including but not limited to fines, relocation, denial of university housing, as well as civil and criminal liability.

## **Telephone Equipment**

Student apartments and rooms do not have active phone lines. Student rooms will still be wired for land line phones, but service is not automatically provided. For an additional charge, students may choose to activate their line. A form is available on the Telecommunications web page to request wired landline service.

- On-Campus Calls: For calls to on-campus telephones, enter the last five digits of the telephone number. For calls to local off-campus locations, enter 9 and the seven-digit number. Press 0 for University information. Off-campus directory assistance calls must be billed to a calling card.
- Long Distance Calls: Residents will need to use a personal calling card for long distance phone calls.

## **Trash Chutes**

Trash chutes are available in each residence hall. Residents must dispose of their garbage using the trash chutes.

## University Smoking Policy

For information, please view the University's [policy on smoking and tobacco use](#).

# Safety

The following policies explain what the University will do in case of emergency, how students can protect themselves, and what the consequences may be for infringing on another's safety.

## Arson and Aggravated Arson

The penalties for committing arson and/or aggravated arson are severe. The recommended sanction for such activities is suspension from the University. In addition, the [University Police Department](#) may pursue criminal charges which could lead to a term of 3-30 years imprisonment and a \$1,000 fine.

University Housing Services is committed to preventing disruptive behavior such as this. The staff will work to identify any person(s) responsible for such a disruption should it occur. All students with information which can assist in this endeavor are encouraged to contact a University Housing staff member or the Illinois State University Police Department. If and when necessary, a reward may be offered to the person(s) with information that leads to the arrest and conviction of the responsible person. Information about a reward being offered will be posted in the residence halls.

Note: Staff members are not eligible to receive rewards as it is the responsibility of all staff members to report information about incidents.

## Bomb Threat

The penalties for making a bomb threat are severe. The recommended sanction for such an action is suspension from the University. University Housing Services reserves the right to immediately remove anyone found violating this policy from University Housing residential facilities.

In addition, the ISU Police Department will pursue criminal charges which could lead to a one-year imprisonment and a \$1,000 fine.

University Housing Services is committed to preventing disruptive behavior such as this. The staff will work to identify any person(s) responsible for such a disruption should it occur. All students with information which can assist in this endeavor are encouraged to contact a University Housing staff member or the ISU Police Department. If and when necessary, a reward may be offered to the person(s) with information that leads to the arrest and conviction of the responsible person. Information about a reward being offered will be posted in the residence halls.

Note: Staff members are not eligible to receive rewards as it is the responsibility of all staff members to report information about incidents.



## Emergency Equipment

Tampering with, damaging, or inhibiting the use of emergency equipment in any residence hall is expressly prohibited. Residents may not use emergency equipment for any purpose other than emergency use. This includes fire extinguishers, sprinklers, heat and smoke detectors, fire hoses or water lines, public address systems, fire doors, exit lights or panels, or any other emergency equipment.

Violations of this policy are considered serious and may result in severe consequences. Individuals violating this policy may be billed for any repair costs and/or face criminal charges.

## Escort and Visitation

A floor or hall may have restrictions on male/female entry and visitation in specified areas. Please note the following guidelines:

1. Rooms 501-512 of MONROE Hall have restricted visitation. Members of the opposite sex are only permitted to visit between noon and midnight, seven days a week. No overnight guests of the opposite sex are allowed at any time.
2. ALL guests must comply with the established guidelines of the residence hall. Therefore it is incumbent upon the hosting resident to ensure that each of their guests have a thorough understanding of university policies prior to their arrival to campus.

Residents must understand that "visitations" are a privilege and that they do not take precedent over a roommate's right to study, sleep and have privacy.

## Fire Alarms

Residents and their guests must evacuate the building in accordance with the building's fire evacuation plan any time a fire alarm sounds (failure to abide by this directive will result in disciplinary sanctions). The penalties for setting off a false fire alarm are severe. Engaging a sprinkler, whether accidental or deliberate, will cause the fire alarm to sound. The recommended sanction for such action is suspension from the University. University Housing Services reserves the right to immediately remove anyone found setting off false fire alarms from the university housing. In addition, the ISU Police Department will pursue criminal charges which could lead to a one-year imprisonment and a \$1,000 fine. University Housing Services is committed to preventing disruptive behavior such as this. The staff will work to identify any person(s) responsible for such a disruption should it occur. All students with information which can assist in this endeavor are encouraged to contact a University Housing staff member or the ISU Police Department. If and when necessary, a reward may be offered to the person(s) with information that leads to the arrest and conviction of the responsible person. Information about a reward being offered will be posted in the residence halls.

Note: Staff members are not eligible to receive rewards as it is the responsibility of all staff members to report information about incidents.

## Fire Procedure

If you see fire or smoke in or near your room, immediately call 911 on your campus phone. When the Fire Department answers, give them your name, the floor number or area of the building, and what you see. If the fire is in your room, leave your apartment or room immediately and close the door. Pull the nearest fire alarm at the first opportunity and alert other occupants of your building and floor.

Residents and their guests must evacuate the building in accordance with the building's fire evacuation plan ANY TIME a fire alarm sounds. This place can be found on the back of each residence hall room door. Failure to do so will result in a referral to the Student Conduct and Conflict Resolution Office and/or possible criminal prosecution.

**DO NOT USE THE ELEVATORS.** If you are in your room and the fire alarm sounds for evacuation, first check your door. If your door is warm or hot to the touch **DO NOT OPEN IT.** If the hallway is filled with smoke and/or flames, stay in your room with your door closed. Seal spaces around your door with towels or sheets to keep smoke from entering the room. If smoke does enter your room, open one window slightly. Hang something noticeable out of your window such as a towel or sheet. Under these conditions only, the screen may be removed to indicate your location to the Fire Department personnel. If you cannot open a window, or if you are in a room with no windows, remain close to the floor. The best breathing air will be 18 inches above the floor. Never break out a window unless it is absolutely necessary for your survival.

It is the Resident Assistant's responsibility to inform you of these procedures at the first floor meeting and to answer any questions you may have about evacuating the building. It is not their responsibility to knock on doors and ensure that everyone is off the floor. They are instructed to assist the fire department with crowd control and other duties as assigned. Should you have any questions, seek out a member of the hall staff immediately.

In the event that a student with a disability is not able to follow standard evacuation procedures, he/she should contact the Residence Hall Coordinator or obtain a Request for Evacuation Assistance Form. Instructions regarding evacuation procedures will be provided to the residents who complete this form.

Students with temporary disabilities, i.e., broken leg, sprains, recovering from surgeries, whose mobility will be limited for a period of time, should contact the Residence Hall Coordinator and complete a Request for Evacuation Assistance Form. Instructions regarding evacuation procedures will be provided to the residents who complete this form.

## Fireworks

The possession and/or use of fireworks is prohibited in residence halls. THE UNIVERSITY ASSUMES THAT POSSESSION OF FIREWORKS IMPLIES INTENT TO USE THEM. The use of fireworks is dangerous and constitutes a serious fire hazard. Consequently, the penalties for possession and/or use of fireworks may be severe. The University Police may seek criminal charges against individuals violating this policy which could lead to a \$1000 fine.

Based on the recommendation from Association of Residence Halls, individuals violating this policy are subject to relocation to other residence halls, cancellation of their residence hall contract and/or suspension from the University following guidelines outlined in the Code of Student Conduct.

University Housing Services is committed to preventing disruptive behavior such as this. The staff will work to identify any person(s) responsible for such a disruption should it occur. All students with information which can assist in this endeavor are encouraged to contact a residence hall staff member or the ISU Police Department. If and when necessary, a reward may be offered to the person(s) with information that leads to the arrest and conviction of the responsible person. Information about a reward being offered will be posted in the residence halls.

Note: Staff members are not eligible to receive rewards as it is the responsibility of all staff members to report information about incidents.

## Illness and Injury

If you are sick or hurt and need help, contact any of the following for assistance:

- Any University Housing staff member
- Your community center reception desk
- Student Health Service (8-8655)
- The University Police Department (8-8631)
- The Rescue Squad (911)

## Tornado Procedure

Tornado watches and warnings for the general area are issued on all local radio and television stations. Specific watches and warnings for the campus are issued by the Office of Environmental Health and Safety through the emergency notification system. In the event that you become concerned about the possibility of a tornado or severe storm, you and other residents may evacuate to the lowest point in the stairwells to use as a shelter in place.

Should a specific tornado warning for the campus be issued, hall staff will inform residents of the situation and give evacuation instructions through the public address system. Students may hear the three short blasts signal which indicates severe weather conditions followed by a PA announcement with instructions. Residents are expected to follow the instructions, staying away

from the top floors of the building. If the emergency is immediate, residents should move to a core area of the building that has close, supporting walls and no exterior windows or glass. In addition to the tornado warning issued by Office of Environmental Health and Safety, the whistle on the University Heating Plant and the sirens in Bloomington-Normal will sound.

SPECIAL NOTE: A tornado warning may be issued by other agencies for other areas of the state or county, but a tornado warning directly affecting the University will only be issued by the Office of Environmental Health and Safety. Students with disabilities will receive procedures for tornado emergencies from the Disability Concerns Office.

\*For specific information on fire and tornado procedures in your hall, contact your RA or Professional Staff member.

## Harassment Policy

Illinois State University is committed to non-discrimination on the basis of race, color, religion, sex, national origin, sexual orientation, ancestry, age, marital status, physical or mental disability, unfavorable discharge from the military, or status as a disabled veteran or veteran of the Vietnam Era in all programs, activities, and employment practices for students and employees.

University Housing Services (UHS) and Illinois State University neither condone nor accept harassment, discrimination and/or suppression of any person or group of any kind and will investigate all allegations of harassment. Should University Housing Services have evidence that an individual has harassed another student or group of students in the residence halls, the harasser may be relocated or removed completely from all residence halls at the discretion of UHS staff and the case will be referred to the office of [Equal Opportunity, Ethics, and Access](#) and Student Conduct and Conflict Resolution (Dean of Students' Office) as necessary.

### Harassment can be:

- Verbal, nonverbal, or physical
- Exclusion based upon personal or group differences
- Intimidation or humiliation based on personal or group differences
- Abusive language, threats, or similar acts of bigotry, racism, sexism, or discrimination
- Jokes, comments, gossip or graffiti that perpetuate personal or group myths, fallacies, prejudices, or stereotypes
- Any subtle or direct references based on race, sex, age, disability, sexual orientation, national origin, or religion which demean, exclude, intimidate, or adversely affect an individual(s)
- Unsolicited e-mail or telephone calls containing abusive language and/or threats which cause discomfort or are derogatory or sexual in nature
- Unsolicited, deliberate or repeated sexually derogatory statements, gestures or physical contact which are objectionable to the recipient and which cause discomfort or humiliation pressure from a person of either sex against a person of the opposite or same sex

- Unwelcome sexual behavior or words including demands for sexual favors accompanied by implied or overt threats concerning an individual's educational or employment status
- Conduct that is criminal in nature such as rape, sexual assault, stalking, and similar offenses

### Telephone Harassment

Annoying, harassing and threatening telephone calls are punishable under state law. If you receive such calls, hang up immediately. If they persist, contact a University Housing staff member. She/he will set up a conference with you and the University Police. When the necessary forms are signed, it will be possible to use tracing equipment to determine the person responsible. You may also contact the University Police directly.

### Reporting of Harassment

Those individuals who feel that they have, in any way, been harassed or witnessed another individual/group being harassed should promptly contact the office of [Equal Opportunity, Ethics, and Access](#) at 438-3383 and/or the [University Police Department](#) at 438- 8631 to investigate the possibility of criminal and/or other prosecution. Housing staff may assist an individual in contacting these departments. In accordance with the University student Code of Conduct, referrals will be made to [Student Conduct and Conflict Resolution](#) (Dean of Students' Office) as necessary.

Please review the [ISU Student Handbook](#) for a thorough description of the University's Harassment Policy and the details for the procedures for reporting harassment.

### Consequences

Those individuals found in violation of this policy by Student Conduct and Conflict Resolution will face a variety of sanctions. These sanctions may include but are not limited to the following:

- Censure
- Disciplinary Probation
- Deferred Suspension
- Disciplinary Suspension of the individual from the University
- Disciplinary Dismissal of the individual from the University
- Financial restitution for damages caused as a result of vandalism, graffiti, and other forms of physical harassment
- Participation in educational and/or community service programs may also be required

Note: Criminal prosecution of individuals condoning harassment is coordinated through the Illinois State University Police Department. Any and all sanctions resulting in criminal prosecution are separate from those listed above.

## Sexual Assault Policy

Illinois State University and University Housing Services are committed to maintaining a comfortable learning environment for the continued intellectual and social development of its students. Survivors of sexual assault will be provided an array of services to support continued progress on academic and career goals. Student victims/survivors of sexual assault may request assistance in changing their room assignment if they live in the hall or area of campus of the perpetrator. Upon request, University Housing staff will review available options with the student and coordinate a room change if such changes are reasonable and available.

## Additional Information

For additional information, contact your Residence Hall Coordinator, [University Housing Services](#), [Student Conduct and Conflict Resolution](#) (Dean of Students' Office), the [Illinois State University Police Department](#) and/or the office of [Equal Opportunity, Ethics, and Access](#).

## Access Policy

The exterior doors to all residence halls are secured and monitored by [Desk Managers](#) 24 hours a day, seven days a week. Residents must swipe their Redbird ID card through the appropriate card reader in order to gain access to their assigned building at all times. After swiping their ID, a Housing staff member may conduct a quick spot check to verify that the redbird card used belongs to the person entering the building.

## Keys and Identification

Residents should be prepared to show a valid Redbird ID Card and their room key. In Watterson, residents must show two keys; one to their room and one to their suite or hall access door, as well as their ID. Hall staff have the right to ask anyone (resident or guest) entering the lobby and/or already in the hall to show proof of identification. Since the University requires possession of your ID card at all times and the residence hall key(s) establishes residence in a particular hall, these items have been selected as acceptable proof of identification. Residents who are not in possession of their key(s) and ID when entering the building during limited access hours will be documented for violating the Key and/or ID policy and must verify their residence to gain entry to the building. All individuals who do not reside in the hall in which entry is desired must follow the guidelines outlined in the [Guest](#) Registration policy.

## Guest Registration

All guests must be registered by their host at all times.

At the time of registration, all guests must following the procedure outlined below:

- To enter the building, swipe your Redbird ID on the outside card reader
- Be prepared to report to the Desk Manager on duty for a quick spot check

- If registering a guest, proceed to the front desk where the guest will swipe his or her Redbird ID or present a government issued photo ID
- Collect printed guest pass

### **Acceptable Forms of Identification**

Residents need their ISU Redbird cards. Guests need to present a government issued picture ID, such as:

- Drivers' License
- State ID
- US Passport/ US Passport Card
- Foreign Government Issued Passport
- US Military ID card
- Permanent Resident Card

### **Responsibility for Guest Behavior**

A guest is defined as a person who is a non-resident of a particular residence hall. Residents are responsible for their behavior at all times and as such, should ensure that their guests are informed about residence hall policies prior to their arrival.

### **Host Must Escort Guests at all Times**

Guests who are students of Illinois State University share responsibility for their behavior with their host. Guests who are not students of Illinois State University may be required to leave university premises and could be subject to criminal prosecution for violations of university policy.

### **Sign-Out Procedure**

The procedure below must be followed for a guest to be considered officially checked out:

1. The resident and guest must report to the front desk together to begin the checkout process.
2. The guest must present his/her guest registration slip. The guest may be asked to produce the ID used to enter the building during guest registration process.
3. If the host decides to register their guest for an additional night's stay, the guest will be issued a new guest registration slip.

Failure to checkout properly may result in the loss of guest registration privileges.

## Room Inspection, Entry and Search

The University reserves a reasonable right of entry into your room to assure proper maintenance and repair, to provide for the health and safety of all residents, and/or to investigate when there is a reason to believe that violation of a statute, residence hall policy or University regulation is occurring within your room. In cases where students are not present at the time of entry, staff will not search through personal belongings but will refer any policy violation that is in plain sight to the disciplinary process. Staff members do not inspect each room when the building is evacuated because of fire.

Hall staff will enter your room after closing the building for Thanksgiving, Semester Break, and Spring Break. The reason for checking each room is to ensure that room windows are secured in case of inclement weather, electrical outlets are unplugged in the event of a power surge, and that trash is emptied to avoid pest problems. Should a staff member notice additional policy violations, you will be referred to Student Conduct and Conflict Resolution (Dean of Students' Office). A closing newsletter will be provided for each room to assist you with closing preparations. See a member of the hall staff should you have any questions.

## Room Occupancy Limits

No individual or group of individuals may position themselves or any object so that free movement to an exit is restricted or blocked. Therefore, gatherings of parties in student rooms, lounges or other public residence hall areas are permitted only under the following limits: THE MAXIMUM NUMBER OF PERSONS PERMITTED TO ASSEMBLE IN A STUDENT ROOM IS DETERMINED BY THE SQUARE FOOTAGE OF THAT AREA. According to local fire and safety codes, the formula requires 15 square feet per person in a room or area with furniture. Using that formula, the following room occupancy limits have been determined.

### Residence Hall Room Capacity

	<b>Singles</b>	<b>Doubles</b>	<b>Quads</b>
<b>East Campus</b>			
Manchester	8	11	N/A
Hewett	8	11	N/A
<b>Watterson Towers</b>	6	13	20
<b>West Campus</b>	8	11	N/A

### Floor Lounge Capacity

**Haynie-Wilkins-Wright**



Total Square Footage	387 Square Feet
Capacity Without Furniture	55 Persons
Capacity With Furniture	26 Persons

**Hewett-Manchester**

Total Square Footage	413 Square Feet
Capacity Without Furniture	59 Persons
Capacity With Furniture	28 Persons

**Watterson Suite Lounges\*\***

Total Square Footage	300 Square Feet
Capacity Without Furniture	43 Persons
Capacity With Furniture	20 Persons

\*\*Because the Watterson residents' rooms exit through the suite lounges, any suite occupancy must take into account the total number of residents who could be present. This means that the total number of residents living in a suite must be deducted from the occupancy load. For example, the suite occupancy limit with furniture is 20 people and the total number of residents that could possibly live in that suite is 12, then only eight additional people could be present without violating the established limits.

**Room Window Policy**

Residents MAY NOT REMOVE the screens from their room window or other residence hall window(s) at any time. Residents are not allowed to stand upon any structure(s) in front of any window (example: heating units, crates, books and so on). Residents are instructed not to lean against any window within the residence halls.

In order to protect those individuals who may be walking outside the residence halls, no objects of any type may be thrown, dropped, pushed out of, placed outside of, or allowed to fall from any residence hall window.

Due to the seriousness of this matter, University Housing Services will hold the resident(s) of the room in which a violation of this policy has occurred responsible and will fine the resident(s) \$200 for each violation (i.e., \$200 for screen removal and \$200 for objects being thrown out of the window if the resident(s) are in violation of both.) Window stickers outlining these fines are posted on every residence hall room window. REMOVING, DEFACING, OR DAMAGING

THESE WINDOW STICKERS OR DAMAGING OR REMOVING WINDOW SCREENS IS PROHIBITED. Any damage to windows, screens, cranks and/or the surrounding areas should be reported to a residence hall staff member immediately so that repairs can be made. Additionally, due to safety reasons and the significant amount of damage done to residence hall windows, University Housing Services prohibits posting of any materials on either side of residence hall windows. Signs, posters, decorations, etc. may be posted in student rooms but must be done in a manner which in no way hinders exit or view through the window should emergency evacuation through the window be necessary.

## **Weapons Policy**

In accordance with Illinois State Law, the possession and/or use of a weapon, as classified by the State of Illinois, is prohibited on any University property or at any University function. Therefore, these items categorized as weapons, as well as any facsimile, knife (with a blade at least three inches in length), explosive devices, or instruments used to simulate a weapon, are prohibited within the residence halls. Consequently, the penalties for possession and/or use may be severe.

University Housing Services, with the support of the Association of Residence Halls, has recommended that individuals violating this policy be subject to relocation to another residential building, cancellation of their residence hall contract, and/or suspension from the University following guidelines outlined in the Code of Student Conduct.

In addition, the ISU Police department may pursue criminal charges which could lead up to a \$10,000 fine and/or 2-5 years imprisonment.

If anyone has information about any individual possessing and/or using weapons within the residence halls, University Housing staff and the ISU Police department should be contacted immediately.